

## 1640 PLACEMENT PREPARATION

Chapter: **Out-of-Home Placements**

Section: **Transitions**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **96-08**

Approved:

Effective Date: **April 8, 1996**

Scheduled Review Date:

DCYF Director

Related Statute(s): [RSA 169-B](#), [RSA 169-C](#), and [RSA 169-D](#)

Related Admin Rule(s):

Related Federal Regulation(s): [475](#)

Related Form(s): **5A, 2088, 2108, 2110, 2240, 2266, 2267, 2271, 2273, 2278, and 2290**

Bridges' Screen(s) and Attachment(s):

### Purpose

The out-of-home placement of children into foster care is a traumatic event for the child, siblings, parents, caregivers, and staff. Placement away from family and community may impact the physical and emotional health of some children. In order to minimize stress and subsequent trauma to the child and others, placements and other transitions need to be carefully planned.

### Policy

#### I. Preparing the Parents

- A. The CPSW/JSO must engage the parents in planning for the child, including identifying relatives and other family resources with whom the child may be placed.
- B. The reasons for the removal and placement of the child must be thoroughly explained and discussed with the parents.
- C. It is the intent of DCYF to reunify the child with the family as soon as it can be assured that the goals of the "Family-Centered Services Plan" have been met, which may include that:
  1. The parents are able to provide a safe home and environment for the child; and
  2. The child is able to show improvement on the issues that impacted his or her stay in the home or community.
- D. Parents are encouraged to help explain the reasons for the placement to the child and participate as much as possible in placement activities.
- E. Information about the child is collected from the parents via the "Child's Information Sheet" (Form 2267) about the child's schedule, routines, likes, and dislikes.
- F. Parents need to help with the child's transition and to provide continuity for the child. The parents are encouraged to accompany the child to the home or facility and to communicate directly with the foster parent, when possible.

#### II. Preparing the Foster Parents

- A. The foster parents must be provided with complete and accurate information about the child which has been provided by the parents, relatives, the school, doctors, and other service providers.

- B. Parents are encouraged to talk directly with the foster parents; however, if this is not possible, the CPSW/JSO must provide the foster parents with the information needed to maintain a safe place for the child and their own family members.
- C. Needed information may include:
  - 1. The method and frequency of contact with the family;
  - 2. Schedule of visits;
  - 3. Responsibilities for transportation or supervision;
  - 4. Physical and mental health issues;
  - 5. Special education;
  - 6. Medications;
  - 7. Allergies;
  - 8. Placement of other siblings and expected contact with them;
  - 9. Child's personal preferences related to being comforted when upset;
  - 10. Foods;
  - 11. Hobbies, interests, and skills;
  - 12. Activities;
  - 13. Fears and anxieties,
  - 14. History of abuse and neglect, and
  - 15. Behaviors which might be expected and recommended ways of handling the child's problems
- D. Foster parents must be advised of the reason for placement, anticipated duration of the child's stay in care, safety concerns, and other information that would allow an easier transition for the child.
- E. Foster parents must maintain a confidential record of information provided to them about each child in their care.

### III. Preparing the Child

- A. The child or youth must be prepared by the CPSW/JSO with information that is age-appropriate regarding the need for placement and the home or facility to which he or she is moving.
- B. The parent or foster parent may assist the CPSW/JSO with the placement preparation which may include a pre-placement visit to the home.

- C. The pre-placement visit may be the initial visit or when a move is required from another foster home or facility. Pre-placement visits may include:
  - 1. Visiting during meals, naps, or other routine activities;
  - 2. Touring the house and areas of the house which are to be the child's; or
  - 3. Getting acquainted with pets and with other family members.
- D. When an emergency placement is necessary, as much information is obtained from the parent or other people in the child's life, and given to the caregiver to provide for a less traumatic event for the child. A picture or description of the foster home and family may be shared with the child/youth before arrival at the home.
- E. The child's personal belongings, toys, and clothes need to be packed for the move by the parent if possible or other adult if the child needs assistance and brought to the home or facility.

### **Procedures**

- I. The CPSW/JSO must:
  - A. Meet with the child's parents to discuss transition plans and other arrangements;
  - B. Obtain the parent's signature on the "Medical Authorization" (Form 2266);
  - C. Assist the parents in completing the "Child's Information Sheet" (Form 2267);
  - D. Obtain the parent's/guardian's permission for the school to transfer the child's school records;
  - E. Ensure that the child's school records are sent within 3 days to the child's new school; (See [DCYF Policy 1666](#));
  - F. Review other issues listed on the "Parental Permission" (Form 2271);
  - G. Provide to the foster parents as much information as possible about the child or youth on the required forms:
    - 1. The "Family-Centered Services Plan" (Form 2240);
    - 2. The "Medical Authorization" (Form 2266);
    - 3. The "Child's Information Sheet" (Form 2267);
    - 4. The "Parental Permission" (Form 2271);
    - 5. The "Foster Child's Diary" (Form 2278); and
    - 6. The "Needs Assessment for Independent Living" (Form 2290).
  - H. If the child's placement is with a relative, provide the "KIC Checklist" (Form 2273);

- I. If the child's placement is with an unrelated individual who has no license for Foster Family Care, provide the "PIC Agreement" (Form 2088); and
  - J. Enter information about the child on the children's information system via the "Service Authorization" (Form 5A).
- II. The Foster Parents must:
- A. Request the child's medical and school information from the CPSW/JSO;
  - B. Arrange medical care for the child, if necessary;
  - C. Request copies of the "Foster Child's Diary" (Form 2278), the "Family-Centered Services Plan" (Form 2240), and if the child is age 16 or older, the "Needs Assessment for Independent Living" (Form 2290); and
  - D. Keep information about the child and his or her family confidential.
- III. The Licensing CPSW must contact the foster parents and review with them at the initial placement and at subsequent placements, as needed:
- A. Coverage for emergency medical costs for pre or non-Medicaid eligible children via the parent's insurance, Title XX, Title IV-B, or state/county funds;
  - B. DCYF billing forms and procedures, including the "Board and Care Invoice" (Form 2108) and the "Purchased Service Authorization/Invoice" (Form 2110);
  - C. Medicaid coverage cards and CHAP Program coverage; and
  - D. Other paperwork requirements of the Department.